

INSIDE MAIL

☒ Original ☐ Amendment

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM 2014 AUG 13 PM 4:13

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, B-106 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

Cheryl Hoffman

1. Name of Traveler: _____
2. a. Name of accompanying relative: _____ or None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates of departure and return: Departure: July 31, 2014 Return: August 1, 2014
b. Dates at personal expense (if any): _____ or None ☒
4. Departure city: DC Destination: NYC Return city: DC
5. Sponsor(s) (who paid for the trip): United Nations Foundation
6. Describe meetings and events attended: Met with various people working on reproductive health and family planning with the United Nations
7. Attached to this form are EACH of the following (*signify that each item is attached by checking the corresponding box*):
 - a. ☒ a completed Sponsor Post-Travel Disclosure Form;
 - b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
 - c. ☒ page 2 of the completed Traveler Form submitted by the employee; **and**
 - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (*Signify that statement is true by checking box*): ☒
b. If not, explain: _____

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: Cheryl Hoffman DATE: 8/13/14

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Louise Slaughter DATE: 8/13/14

SIGNATURE OF SUPERVISING MEMBER: Louise M Slaughter

U.S. House of Representatives
Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): United Nations Foundation
2. Travel Destination(s): New York, New York
3. Date of Departure: July 31, 2014 Date of Return: August 1, 2014
4. Name(s) of Traveler(s): Cheri Hoffman, Anne Sokolov, Jenny Perrino, Sarah Nitz, Sean Snyder
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$491	\$199	\$114.70	NA
Accompanying Relative	NA	NA	NA	NA

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒
- I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Peter Yeo

Name: Peter Yeo Title: Vice President, Public Policy and Advocacy

Organization: United Nations Foundation

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address: 1750 Pennsylvania Avenue NW, Suite 300
Washington, DC 20006

Telephone number: 202-887-9040

Email Address: pyeo@unfoundation.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: CHERYL HOFFMAN
2. Sponsor(s) (who will be paying for the trip): UNF- UNITED NATIONS FOUNDATION
3. Travel destination(s): NYC
4. a. Date of departure 7/31/14 Date of return: 8/1/14
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No
b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.

8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.

As Legislative Director for the co-chair of the Pro-Choice Caucus, global, maternal + child health fall in my portfolio under Health and women's issues. Our office leads work in the area of

9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No international family planning every year.

10. **FOR STAFF TRAVELERS:**

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 6/30/14

Levin M. Slaughter
Signature of Employing Member

U.S. House of Representatives
Committee on Ethics

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): _____
United Nations Foundation (UNF) _____
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☒ or
 - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or.
 - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐If "c" is checked, list the names of the additional sponsors: _____

4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
Please see attached

5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☒ No
6. Date of departure: July 31, 2014 Date of return: August 1, 2014
7. a. City of departure: Washington, DC
b. Destination(s): New York, NY
c. City of return: Washington, DC
8. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
 - a. I checked 8(a) or (b) above: ☒
 - b. I checked 8(c) above but am not offering any lodging: ☐
 - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
 - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted: _____

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (*i.e.*, an hourly description of planned activities for trip invitees) (*indicate agenda is attached by checking box*): ☒
11. Check one:
 a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (*signify that the statement is true by checking box*): ☒ *or*
 b. N/A – trip sponsor is a U.S. institution of higher education. ☐
12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:
 UNF connects people, ideas, and resources to improve U.S.-UN relations. This work includes global health campaigns in partnership with the UN. Our global health portfolio includes maternal and child health. UNF is the sole organizer and implementer of this trip.
13. Answer parts a and b. Answer part c if necessary.
 a. Mode of travel: Air ☐ Rail ☒ Bus ☐ Car ☐ Other ☐ (Specify: _____)
 b. Class of travel: Coach ☐ Business ☒ First ☐ Charter ☐ Other ☐ (Specify: _____)
 c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (*signify that the statement is true by checking box*): ☒
15. I represent that either (*check one of the following*):
 a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ *or*
 b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☒
 If "b" is checked:
 1) Detail the cost per day of meals (approximate cost may be provided): _____
 7/31 Dinner= \$40, 8/1 Breakfast= \$15, 8/1 Lunch= \$40
 2) Provide reason for selecting the location of the event or trip: _____
 This trip was organized to educate congressional staffers on the work on the United Nations specifically their work on reproductive health and family planning. The United Nations is headquartered in New York City.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
 Hotel name: The Westin New York, Grand Central City: New York Cost per night: \$199
 Reason(s) for selecting: This hotel was selected because it is the closest to the meetings while meeting safety expectations.
 Hotel name: _____ City: _____ Cost per night: _____
 Reason(s) for selecting: _____
 Hotel name: _____ City: _____ Cost per night: _____
 Reason(s) for selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$500	\$199	\$95
For each accompanying relative			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee		
For each accompanying relative		

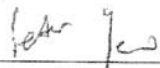
**NOTE: Willful or knowing misrepresentations on this form
may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ or
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name: Peter Yeo

Title: Vice President, Public Policy and Advocacy

Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave NW, Suite 300, Washington DC 20006

Telephone number: 202-887-9040

Email address: pyeo@unfoundation.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

K. Michael Conaway, Texas
Chairman
Linda T. Sánchez, California
Ranking Member



ONE HUNDRED THIRTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

July 11, 2014

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Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

Ms. Cheryl Hoffman
Office of the Honorable Louise Slaughter
2469 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Hoffman:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to New York, New York, scheduled for July 31 to August 1, 2014, sponsored by the United Nations Foundation.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

K. Michael Conaway
Chairman

Linda T. Sánchez
Ranking Member

KMC/LTS:tn

United Nations Foundation Learning Trip to United Nations Headquarters
Thursday, July 31 – Friday, August 1, 2014

Thursday, July 31

Travel + Welcome Dinner

- 4:00 pm Depart Union Station, Washington, D.C. on 4 pm 2172 Acela Express
- 6:45 pm Arrive at Penn Station, New York, New York
- 7:00 - 7:30 pm Travel to hotel and check-in
 The Westin New York Grand Central
 212 East 42nd Street
 New York, NY 10017
 (212) 490-8900
- 7:45 pm Staff meet in lobby of hotel
- 8:00 pm Welcome Dinner with Overview of International Family Planning Landscape
 The LCL: Bar & Kitchen at the Westin
 212 East 42nd Street
 New York, NY 10017
 (212) 490-8900
Participants include: John Townsend, Vice President and Director, Reproductive Health Program, Population Council
- Overnight The Westin New York Grand Central
 212 East 42nd Street
 New York, NY 10017
 (212) 490-8900

Friday, August 1

New York

- 7:40 am Meet in hotel lobby, depart for U.S. Mission to the UN
- 8:00 am Breakfast Discussion on the Role of U.S. Mission in Post-2015 Process as it Relates to Reproductive Health
 U.S. Mission to the UN
 799 United Nations Plaza
 New York, N.Y. 10017
 212-415-4062
 Presentation:
Participants: U.S. Mission Staff
- 9:30 am Depart U.S. Mission, walk to United Nations
 United Nations Headquarters
 Room DHL-1B-154
 New York, NY 10017
 212-963-4475
- 10:00 am Tour United Nations with guide presentation on the history of the UN, work of the Security Council, plans for the opening of the 69th Regular Session of the United Nations General Assembly.
- 11:30 am UNFPA 101 Presentation
 United Nations Headquarters
 Room DHL-1B-154
 New York, NY 10017

212-963-4475

Participants: UNFPA Staff

12:30 pm Working lunch with two presentations:
 Presentation: Saving Women's Lives: UNFPA Stories from the Field
 Presentation: Myths and Realities: UNFPA's mandate and mission
United Nations Delegates Dining Room Dining Room
United Nations-Secretariat Building 414
46th Street and 1st Avenue
New York, New York 10017
917-367-3314

Participants: UNFPA Staff

2:00 pm Depart UNHQ for Penn Station

3:00 pm Depart on 3 pm 2163 Acela Express to Washington, D.C

5:45 pm Arrive Washington, Union Station, DC

Invited House Staff

Erin O'Quinn

Legislative Assistant who handles women's issues and foreign affairs for Rep. Bera who is on Foreign Affairs Committee.

Tatiana Calderon

Legislative Correspondent, assists Legislative Director on women's issues, including maternal and infant health for Rep. Gwen Moore

Lucy Hankinson

Legislative Aide who handles women's issues for Rep. McCollum who is on Appropriations Committee

Jenn McCollum

Legislative Director for Rep. Betty McCollum who is on the Appropriations Committee

Elizabeth Darnall

Legislative Director who handles women's issues for Rep. Maloney who is very active on international reproductive health.

Sara Nitz

Legislative Assistant who handles foreign affairs for Rep. Bass who is Ranking Member on Africa Subcommittee on HFAC.

Joseph Bushong

Legislative Director for Rep. Quigley, on the Appropriations Committee.

Adriane Casalotti

Legislative Director for Rep. Capps who is a leader on international women's issues

Elizabeth Hang

Legislative Counsel who handles women's issues for Rep. Cicilline, on the Foreign Affairs Committee.

Nicole Cohen

Legislative Assistant who handles women's issues for Rep. Crowley who is a leader on international women's issues

Cassie Coggeshall

Legislative Assistant who handles women's issues and foreign affairs for Rep. Frelinghuysen who is on the Appropriations Committee

Sean Snyder

Legislative Assistant who handles foreign affairs for Rep. Hanna who is active on women's issues

Kristin Hernandez

Legislative Director for Rep. Dent who is active on women's issues

Marin Stein

Legislative Assistant who handles women's issues for Rep. Lowey, Ranking Member on the Appropriations Committee

Cheri Hoffman

Legislative Director for Rep. Louise Slaughter

Tim Bergreen

Legislative Assistant who handles foreign affairs for Rep. Schiff

Jenny Perrino

Legislative Director for Rep. Kaptur on Appropriations Committee

Waverly Gordon

Legislative Assistant who handles women's issues for Rep. Schakowsky, a leader on international women's issues

Asi Ofori

Legislative Assistant who handle women's issues for Rep. Yvette Clarke

Sirat Attapit

Legislative Counsel for Rep. Beccera

Casey Kustin

Committee Staff for Rep. Deutch, on the Foreign Affairs Committee

Mariah Johnson

Legislative Assistant who handles women's issues for Rep. Lee, on the Appropriations Committee

Caitie Whelan

Legislative Assistant who handles women's issues for Rep. Farr, on the Appropriations Committee

Kelsey Moran

Legislative Assistant who handles women's issues for Rep. Frankel

Liz Albertine

Legislative Assistant who handles women's issues for Rep. DeLauro, on the Appropriations Committee

Alicia Molt

Legislative Assistant who handle women's issues and foreign affairs for Rep. Pocan

Anne Sokolov

Legislative Assistant who handles foreign affairs and women's issues for Rep. Tim Ryan